



australian girls choir

Venue & Events Coordinator

Part-time 10 month Parental Leave contract

The Australian Girls Choir (AGC) is in its 36th year as the country's leading performing arts organisation for girls. We have more than 5,000 choristers training in Adelaide, Brisbane, Canberra, Melbourne, Perth and Sydney and we're looking for an organised people leader with a can-do attitude to lead our team in Perth while our Venue & Events Coordinator is on Parental Leave.

As our Venue and Events Coordinator you will:

- Utilise your leadership flair to ensure the smooth running of seven weekly rehearsals, big events and choir engagements.
- Prepare for events by administering processes designed and communicated by Head Office
- Manage our senior Australian Girls Choir rehearsal on Thursday nights each week of the school term
- Focus on building strong and enduring relationships with parents, choristers and staff.
- Demonstrate comfort working in an office; you will have well developed computer skills and be very organised.
- Work closely with the casual venue staff; enable them to meet their responsibilities and achieve their potential.
- Contribute in our highly collaborative and communicative environment.
- Share our passion for girls' education and champion the value of Performing Arts participation
- Have a valid Working with Children's Check and a driver's licence

This role will both require and enable a flexible work approach. We anticipate that the role will best include approximately 24-26 permanent part-time office-based hours each week, ideally spread over 4 week days. During term time, additional casual work will take place outside of standard business hours. Availability for regular Thursday evening rehearsals and also for occasional week evening and weekend events is required. Many team members at ASPA manage study or family commitments in addition to their work life and we are keen to discuss your requests, and ours, with the right candidate.

About ASPA – an Australian Employer of Choice:

- We're an **innovative, collaborative and dynamic workplace**, where a shared interest for the performing arts brings together many people from a variety of backgrounds with unique skills.
- We value the **individual growth** and contribution of our staff members with many long-standing employees of more than 10 years.
- We provide **mentoring and ongoing learning and development** opportunities because we know that people (you!) are the drivers of our success. We aim to connect, inspire and support every staff member.
- We embody **passion, dedication, enthusiasm and energy**.

We are looking for the person with the skills and experience to fulfill the role requirements but also who shares our values – respect, integrity, collaboration, innovation and excellence. We look forward to receiving your one page cover letter and resume (in one document) addressed to Kylie Lee-Archer. Applications close **Friday September 11**.